



[www.redwoodtrust.org.nz](http://www.redwoodtrust.org.nz)

## Redwood Trust Incorporated Grant Application Form

### Use of Gaming Machine Proceeds:

The Objective of the Redwood Trust Incorporated operation of gaming machines is to raise money for distribution to the Authorised Purpose(s) as shown below. This document incorporated the requirements set by the Department of Internal Affairs and governed by legislation.

### Authorised Purposes (In summary)

- A charitable purpose in the Marlborough community.
- A non-commercial purpose (including education and sport) that is beneficial to the whole or a section of the Marlborough community.

**In the event of non-compliance with any of these conditions an amount equal to the amount of the grant is immediately repayable by the recipient to the society.**

### Access to Grant Application forms

Application forms must be completed by the applicant only.

Site operators cannot make decisions or recommendations about applications and may not receive completed application forms. **These must be forwarded directly to the Redwood Trust.**

All applications are subject to availability of funds and compliance with authorised purpose. Completion of this form does not constitute approval of the request for funds or, if approved, that further payments to the same recipient or for the same purpose will be approved in the future.

### Audit and Inspection

Records are liable to inspection by the Department of Internal Affairs or the society making the grant and are subject to audit. The Society granting the funds may also request information and verification as to how the funds were used.

## Retrospective applications cannot be approved

All grants must be applied to *specific and future based purposes* e.g. A Donation application must be **received** by the Redwood Trust before an event is held and all **unpaid** future costs thereof will be considered. In general, application received less than 6 weeks prior to the event or activity being applied for are less likely to be successful.

## No commercial benefit to the Hotel/Tavern

- There must be no intent by a Hotel/Tavern and the recipient of funds to enter into a verbal or written agreement where there is a clear commercial benefit to the Tavern. E.g. purchase of alcohol, patronage of the Tavern, etc.
- No procuration fee, commission and/or discount, a contra arrangement or payment of any kind may be entered into with any person(s) who is an employee or member of the Redwood Trust Inc.
- No grant may be linked to, or be conditional on, any site-related arrangement.

## Goods and Service Tax

The allocation of funds is made by the Redwood Trust and is an unconditional gift. No portion is claimed by the Redwood Trust Inc as a deduction for Goods and Service Tax. If an applicant is GST Registered, only the GST Exclusive amount can be funded.

### IS YOUR APPLICATION COMPLETE?

**It is important that you include all the information we require to process your application. If we need to get back to you on these items, it is likely that your grant request will be delayed.**

**Please complete this checklist to ensure you've attached everything we need.**

- Read and understood the Information Notes.
- Completed both sides of the form, ensuring that it is signed and all information asked for is provided
- Attached your organisation resolution to apply to REDWOOD TRUST for a SPECIFIC PURPOSE. This must be certified as true and correct by the secretary.
- Ensure two signatories agree to consent to audit.
- Where applicable, attached evidence of affiliation to a national body
- Attached copies of current quotes or invoices addressed to the recipient organisation, showing GST content. Include proof of events, itineraries or sports draws (if applicable)
- Attached copies of competitive quote(s) and/or supporting information
- Included a **pre-printed** deposit slip or a bank statement. Personal Bank Accounts are not permitted.
- If the organisation is incorporated, ensure a copy of the certificate of incorporation is attached
- If the organisation is a Trust, include a copy of your Trust Deed, constitution and/or rules and a list of current trustees as well as any proof of IRD Charitable status.

# Grant Application Form

Please forward this application form direct to:

Redwood Trust Incorporated

P.O. Box 349

BLenheim 7240

Phone: (03) 578 0180

Grant No. \_\_\_\_\_

## For Trust Office Use Only:

Date Received \_\_\_/\_\_\_/\_\_\_

Application Approved

Application Declined

Amount \$

Reason:

Date of Trustees Meeting \_\_\_/\_\_\_/\_\_\_

Purpose

Net Proceeds Committee Signatures

Direct Credited \_\_\_/\_\_\_/\_\_\_

**1** Name of Applicant Organisation: (should be the same as Bank Account Name)

Date:

**2** Address (Street Address and P.O. Box Number of your Organisation's Clubrooms, Office, etc)

Post Code:

Telephone:

**3** a) Are you GST registered? Yes  No  NZ Business Number (if applicable)

b) Does your organisation have IRD charitable status? (Only for trusts) Yes/No

Charities

Registration No.

c) Type of Organisation:

(e.g. Charitable Trust, Non Profit Body, Sports Club, Community Organisation, etc)

d) Name the Regional and/or National Association to which you are affiliated (**Please include verification**)

e) Does this application have any commercial benefit to the Hotel/Tavern?

Yes

No

If Yes, Please advise in writing. (see notes)

**4** Contact Person

Position Held:

Personal Street Address

Telephone Numbers

After Hours

Email Address:

**5** Bank Details: Please attached your organisation's pre-printed bank deposit slip here.

 BANK DEPOSIT SLIP

**6 Reason for Application – i.e. What is the donation to be used for? (Please be specific)**


**7 Cost breakdown**

(Please Note: Competitive Quotes and/or evidence must also be included with this application. If you cannot provide a second quote, state why.)

ITEM	Amount GST Exclusive	GST	TOTAL
1.			
2.			
3.			
4.			
5.			

Amount Applied for \$  Total Cost: \$

**8 Has the applicant organisation applied for funds for the same purpose from any other source?**

Yes  No  If Yes, Please list:

Date	Organisation	Purpose	Outcome

**9 Consent to Audit**

We agree to comply with a request from an officer of the Department of Internal Affairs or the society issuing the grant for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of the society may direct an audit or inspection of the books, accounts or data systems into which funds received as a result of this application have been deposited. This may be conducted by:

- i) a chartered accountant in public practice, or
- ii) a person appointed by the Department of Internal Affairs.

We agree that the audit or inspection will be carried out in a manner approved by the Department or society, within the timeframe specified by the Department or Society. This organisation shall pay for the cost of such an audit.

No sponsorship or financial arrangement resulting in any agreement to the payment of a fee, a levy, a commission, a 'contra' arrangement or payment of any kind has been entered into with the Hotel/Tavern.

In the event of any audit irregularity or sponsorship/financial arrangement with a member premise discovered (e.g. misapplication of funds), we agree to refund immediately the grant in whole or in part as required by The Redwood Trust Inc at its absolute discretion.

**Copies of receipts will be forwarded to The Redwood Trust Inc and any unspent funds will be returned to The Redwood Trust. Grant Monies will only be used for the purpose for which quotes were supplied and the grant approved.**

I have read, understood and accept the conditions of this application. I have read and understood the information notes contained in this form.

Name and Signature of Secretary

Date:

Name and Signature of Second Signature:

Date:

(a responsible or authorised representative of applicant organisation)